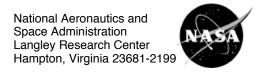
## Langley Research Center Facility Usage Request Form



| Date Submitted: / /  |                                 |                   |             |
|--|---------------------------------|-------------------|-------------|
|  |                                 | Final             |             |
| Name:  | Phone Extension:                | _ Email:          |             |
| Facility Requested:  |                                 | l                 |             |
| Reid Center (Bldg. 1222)   | Cafeteria Building (Bldg. 1213) | Date Requested:   | 1 1         |
| ○ Auditorium   | ○ NACA Room<br>○ Patio          | Date Requested:// |             |
| <ul><li>○ Langley Room</li><li>○ Hampton Room</li></ul>  |                                 | Chart Times       |             |
| ○ Wythe Room   |                                 | Start Time:       | : AM/PM     |
| <ul><li>Afterburners (Lounge)</li><li>Picnic Grounds</li></ul>   |                                 |                   | _           |
| Shelter #1   |                                 | End Time:         | : AM/PM     |
| ○ Shelter #2   |                                 |                   |             |
| Event Questions?   |                                 |                   |             |
| Please state the nature of your function/event:  |                                 |                   |             |
| 2. Are non-badged personnel attending this event? ☐ Yes ☐ No Security Approval: If yes, security approval must be obtained. Furthermore, submit a LF 103, NASA Langley Research Center Office of Security Services (OSS) U.S. Citizen Visitor Badge Request For (30 days or less). If you have questions, contact the Badge and Pass Office at x42790. Copies of the Visitor Requests or a list of visitors must also be submitted to Conference Exchange Manager. |                                 |                   |             |
| 3. How many attendees? Badged Individuals: Visitors:   |                                 |                   |             |
| 4. How do you want the room setup? ☐ Auditorium/Theater ☐ Classroom ☐ Conference ☐ Banquet ☐ Other   |                                 |                   |             |
| 5. Will audio/visual support be required? ☐ Yes ☐ No If yes, what equipment is needed?   |                                 |                   |             |
|  |                                 |                   |             |
| Food and Beverage  |                                 |                   |             |
| All events requiring food/beverages must be approved by NASA Exchange Food & Beverage Department (x44910) or Conference Manager (x46362) in advance. These departments have right of first refusal.  |                                 |                   |             |
| 1. Will food and beverage be served in your event? $\square$ Yes $\square$ No  |                                 |                   |             |
| 2. Are food and beverage services requested from NASA Exchange Catering or Reid Center Catering? $\Box$ Yes $\Box$ No  |                                 |                   |             |
| 3. Will alcohol be served? ☐ Yes ☐ No NOTE: Per center policy, alcoholic beverages are permitted after 4 p.m.  |                                 |                   |             |
| D  |                                 |                   |             |
| Requester's Signature:   | Printed Name                    | Signature [       | Date Signed |
| Approval Signature:  |                                 |                   |             |
|  | Printed Name                    | Signature [       | Date Signed |
| For additional information as to what activities are permitted on center, please reference LAPD 9050.7 and LAPD 9050.8.  |                                 |                   |             |